

CYNTHIA A. LOCKLEY

Washington, DC metropolitan area
Internet: lockley@macconnect.com
URL: <http://www.macconnect.com/~lockley/>

SUMMARY

A versatile business communicator with hands-on experience in managing, writing, editing, designing, and publishing World Wide Web pages and software and hardware documentation for commercial and military use. Has hands-on, team lead, and management experience in a variety of fields such as research and development, engineering manufacturing, and education. Works well with people and takes pride in providing high-quality work and meeting deadlines.

PRESENT POSITION Web Specialist with Pacific-Sierra Research Corporation, Arlington, Virginia and a freelance web page designer and technical editor.

PROFESSIONAL EXPERIENCE

Ms. Lockley joined Pacific-Sierra Research Corporation in Arlington, Virginia as a part-time Web Specialist to redesign their Web site and to update and maintain the Web pages. She also edits marketing materials and technical reports as needed. She does freelance web page design and technical editing for others as needed.

Ms. Lockley is currently a freelance web page designer and technical editor. Ms. Lockley is familiar with and has working experience with the following computer programming languages and programs: **WWW**, HTML, BBEDIT, SGML, **Internet**, Netscape Navigator, IBM WebExplorer, NCSA Mosaic, **TCP/IP**, LaMail, TaP/2, **Lotus Notes**, Microsoft **Windows 95** and Windows 3.1, **Macintosh System 7.5**, OS/2 V2R1, **OS/2 WARP**, AIX/6000, **BookMaster**, ProcessMaster, OfficeVision, **VM/CMS**, Microsoft **WORD**, **EXCEL**, Lotus 1-2-3, **DOS**, Personal Editor 2, **XEDIT**, TOOLS, RACF, HONE, PROFS, **MACPROJECT PRO**, MACPROJECT II, PERT/CPM, DeskGallery, ClipMASTERPRO, DeskArt clip art libraries, **Adobe Photoshop**, Canvas, QuickTake, DeskPaint, MACPAINT, MACDRAW, SUPERPAINT, FULLPAINT, DWSCRIPT, GML, ISIL, SCRIPT, VolksWriter 2 Deluxe and 3, Deluxe Music Construction Set (DMCS), MULTIPLAN, PCAS, MACWRITE, COBOL, FORTRAN IV, VISICALC, BASIC, UNIVAC Data Base Management Systems (DMS 100 DDL/DML), TSO, Harris MUSE, Wylbur, Threads, APL, JCL, numerous computer games, and other software tools.

She has working experience with the following equipment: **Power Macintosh 6100/66**, **8100**, and **8500**, Macintosh IIfx, Apple PowerCD, LaserWriter Pro and Select 360, **IBM** Thinkpad Model 755C (and PS/2 Models 57, 90, 80, 70, XT), Hewlett-Packard LaserPrinter, IBM 3812, 3816, and 3820 printers, IBM 4019 LaserPrinter, IBM System/390, IBM PC, XT, and AT, IBM 3279 terminals, IBM 3274 Control Unit, COMPAQ Portable Plus, Macintosh II and Macintosh Plus, Wang OIS, Apple II+, HP Laserjet II, Apple's LaserWriter, IBM, Macintosh, and Epson dot matrix printers, DEC PDP-11, Harris 300, 500, 800, Perkin/Elmer, Osborne, UNIVAC 1108, 1106, and UNIVAC 1100/40, IBM S/370, IBM S/360, S/360-75, and -91, and Xerox Sigma 5.

She maintained **network communications** with the IBM Information Network, for a research organization.

IBM Corporation. Ms. Lockley was previously employed for eight years by the IBM Corporation. Ms. Lockley joined IBM in 1988 as a Senior Information Developer. From 1995 through 1996, Ms. Lockley was an Advisory Information Developer with the IBM Internet Division in Falls Church, Virginia. She was a member of the Web Page Team in Marketing Technical Solutions. Before joining Marketing, she was the team lead for Information Development for the IBM infoMarket technical documentation, a member of the matrixed World Wide Web Page Team. She wrote and edited HTML pages for the World Wide Web (WWW), edited and reviewed marketing and technical documentation, and tested function and presentation of the World Wide Web pages. From 1988 to 1995, Ms. Lockley was an Information Development Planner, lead technical writer, and editor on several computer documentation projects for ImagePlus platforms (client/server, AIX/6000, MVS/ESA, AS/400, and System/36). As an ID Planner, Ms. Lockley designed the libraries for each project, planned the schedules, tracked and managed tasks, coordinated the vendors and writers, and performed the functions of the Lead Writer, Vendor Coordinator, and Technical Editor for each project. She edited the 1994 IBM Internal Malcolm Baldrige quality assessment. She maintained the softcopy for the CD-ROM collection kit. She provided consultation and training to others on how to use HTML, BookMaster (a text

markup language), personal computers, and printers. Ms. Lockley also worked as a project manager for several projects and was responsible for terminology control for the Bethesda lab.

American Institutes for Research (AIR). From 1985 through 1988, Ms. Lockley worked as a Communications Specialist for the American Institutes for Research (AIR) Document Design Center (DDC) in Washington, D.C. Ms. Lockley was an Assistant Project Director, Senior Editor, and Technical Writer on many of the computer documentation projects for the Document Design Center.

The Singer Company Link Simulation Systems Division (SSD). Before joining AIR, Ms. Lockley worked for six years with The Singer Company Link SSD in Silver Spring, Maryland from 1979 through 1985. She held positions as a Documentation Specialist, Supervisor, and Section Head (Manager) of Engineering Documentation for Military Products Engineering. She also served as the Acting Department Manager of Engineering Documentation and Software Configuration Control in Military Products Engineering during a reassignment of manager's tasks for a 9-month period.

Computer Sciences Corporation. From 1974 to 1979, Ms. Lockley was an Engineering Analyst, Electrical and Mechanical Draftsperson and Supervisor, and Documentation Specialist for the Computer Sciences Corporation in Silver Spring, Maryland. This work was connected to contracts with NASA Goddard Space Flight Center, Greenbelt, Maryland.

University of Maryland Department of Physics and Astronomy. In 1974, Ms. Lockley worked as a Technical Illustrator for the Department of Physics and Astronomy at the University of Maryland in College Park.

University of Utah Physics Department. From 1972 through 1973, Ms. Lockley was the Graphic Arts Director and a Laboratory Technician for the Physics Department at the University of Utah in Salt Lake City.

The University of Karlsruhe, Institute for Chemical Engineering. In 1971, Ms. Lockley worked as a Laboratory Technician for the Institute for Chemical Engineering at the University of Karlsruhe in Karlsruhe, West Germany. She also edited, proofed, and translated scientific papers and reports into English for publication in British and American journals and for NATO.

University of Utah Physics Department and the Materials Science Department. While a university student (1965-1971), Ms. Lockley financed 100% of her college education and living expenses by working part-time jobs doing experimental solid state physics lab work, and technical analysis of metals and ceramics.

During 1965-1971, Ms. Lockley also held part-time and full-time jobs as the Administrative Assistant and Acting Director of **Odyssey House, Inc.** (a drug rehabilitation program); as a Production Line Worker for the **O.C. Tanner Jewelry Company**; and as a Dietary Aid in the Clinical Research Kitchen for the **University of Utah, Medical Research Center**.

EDUCATION

B.S., University of Maryland University College,
Information Systems Management, 1982.

Post-graduate courses, University of Utah,
Linguistics, TESOL, and Modern Greek, 1972-1973.

B.A., University of Utah, English, 1972. Language studied: German.

PROFESSIONAL EDUCATION

Internal and external courses and seminars on project planning and technical skills.

Affiliations

Society for Technical Communication (STC); senior member;
Second Vice President and Competitions Committee Manager for the
Washington, DC Chapter; also Web Diva
Vesta, Inc.; member of the Board of Directors
Women in Communications, Inc. (WICI); member and Web page manager
American Association of University Women (AAUW), Maryland
Who's Who Worldwide

List of awards, honors, recognition, and recent professional presentations provided separately.

Revised 14 January 1997